

Job Description

POST TITLE	Team Leader - Landlord Licensing	POST NO:	HH1192 & HH1193
SERVICE UNIT	Housing & Development Control	GRADE:	11
JOB EVALUATION	A2050	JOB FAMILY	If applicable
RESPONSIBLE TO:	Private Sector Housing Manager		
RESPONSIBLE FOR:	Project Assistants		
LOCATION	Town Hall	STATUS	Line Manager

Job Purpose

To lead the development and implementation of landlord licensing schemes within the Borough. To manage, lead and develop staff in the team

Main Duties and Responsibilities:

- 1.To coordinate, lead and develop a range of policies and projects that will contribute towards the provision of a quality and affordable private rented sector in the Borough. This will include the development of the Council's Landlord Accreditation Scheme and Licensing Schemes.
- 2.To monitor and review projects including the Accreditation and Licensing schemes to ensure they meet their agreed targets and outputs. Including the gathering of statistics and case studies to produce the interim reports for licensing.
- 3.To develop and implement new schemes and initiatives involving landlords, tenants and residents to improve knowledge and participation. This will include the landlord and managing agent development days, resident and landlord newsletters.
- 4.To liaise with the Council's Solicitor to implement new legislation in the private housing sector including the development of policies, procedures and standard notice templates e.g. The Rogue Landlord Data Base and Banning Orders.
- 5.To serve and implement management orders including tenancy management, procurement and liaison of repair works and budget monitoring.

- 6.To make recommendations and prepare cases for licence refusals, prosecution/civil penalty/tribunal as necessary and to act as the Council's expert witness for areas of work in the post holder's responsibility.
- 7.To support the private sector housing manager in the submission to the Secretary of State for confirmation of the selective licensing designation areas.
- 8.To contribute to the development and delivery of the Unit's strategic plans e.g. annual service plan, staff development, performance, budgetary control and other corporate initiatives that positively promote and support the work of the unit.
- 9.To provide effective liaison with other teams in the Service Unit, the Council and key stakeholders such as landlords, tenants, Trading Standards the Fire Service, Police to ensure that the policies and initiatives developed are part of a joined up service with effective ways of working across partners.
- 10.To comply with all relevant legislation and Council policy including; standing orders and financial policy; health and safety legislation and policy; customer care code; equalities legislation and policy.
- 11.To procure, evaluate and develop IT systems for the delivery of selective licensing including maintaining adequate records and files.
- 12.To manage allocated budget ensuring compliance with income and expenditure targets at all times
- 13.To attend training identified as necessary to undertake current and future job requirements
- 14.To implement and maintain strong team development, communication, and training opportunities. This post will be responsible for ensuring that job chats, Personal Development Reviews and other positive corporate development opportunities are implemented within the team, in accordance with the Council's strategic organisational development direction in terms of staff recruitment and talent management within the team.
- 15.To be responsible for the effective management of the work programme of the team in relation to licensing and other private rented sector initiatives.
- 16.To ensure the development and maintenance of appropriate research, evidence, intelligence and systems for use in strategy and policy development.
- 17.To deputise for members of the Unit's Senior Management Team as necessary.

18. To maintain up-to-date knowledge of relevant legislation and Government advice.
19. To prepare verbal and written reports, including the attendance and presentations to the relevant consultation events, Committees and the Private Rented Sector Forum.
20. To participate in recruitment, grievance and disciplinary matters.
21. To attend training identified as necessary to undertake current and future job requirements
22. To undertake such other duties as may be required from time to time and which are commensurate with the salary grading of the post.

Nature of Contacts and Relationships	e.g. Residents, tenants, landlords, managing agents, solicitors, Police, social services etc..
Responsibilities for Supervision	To manage and lead a team to deliver the landlord licensing schemes across the Borough.
Responsibilities for Finance	To set and monitor the income and expenditure of the selective licensing schemes. Monitor the income from civil penalties.
Responsibility for Physical Resources	Mainly IT equipment, cameras, mobile phone.
Work Environment	Office based. Occasional work outdoors. Occasionally dealing with abusive customers

Health and Safety

Managers are required to provide a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by: Clare Jackson

Date: 14th July 2022

Postholder:

Date of issue:

Person Specification

POST: Team Leader Landlord Licensing	GRADE: 11
DIRECTORATE:	POST NO: HH1192/93

Selection Criteria	Essential/ Desirable E/D	<u>Method of Assessment</u> Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
Qualifications		
1. Relevant housing, environmental health or building qualification	D	A/C
2. ILM Introductory Certificate in Supervisory Management or equivalent.	D	A/C
Experience		
3. Experience of managing capital and revenue budgets	E	A/I
4. Experience of working in a housing or a housing-related field including preparing prosecutions and other enforcement sanctions	E	A/I
5. Experience of programme and project management	E	A/I
6. Experience of managing and developing a team including dealing with poor performance	E	A/I
7. Experience in the use of computers including Microsoft Office applications	E	A/I
Skills		
8. An understanding of management systems, performance management and a practical approach to problem solving	E	A/I
9. An ability to communicate with people at all levels to provide support, guidance and advice to other officers, elected members and members of the community	E	A/I

Selection Criteria	Essential/ Desirable E/D	<u>Method of Assessment</u> Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
10. Ability to present written and verbal information in a clear and concise manner including the preparation of legal cases 11. The ability to ensure projects are managed and completed within an agreed timetable and budget 12. Ability to manage staff effectively 13. The ability to develop policies and give advice in regard to new initiatives which will improve the health, safety and wellbeing of residents	E E E E	A/I A/I A/I A/I
Knowledge		
14. A broad understanding of the issues affecting private sector housing and how landlord licensing can assist with these issues. 15. Working knowledge of data protection regulations 16. Knowledge and understanding of how poor or inadequate housing can negatively impact on a persons' health	E E E	A/I A A/I
Other		
17. Ability to work outside normal office hours as and when required 18. Professional commitment to the promotion of community cohesion, good race relations and equality of opportunity 19. Possession of full driving licence 20. Willingness to travel to various locations in and around the Borough	E E D E	A A A/C I

Selection Criteria	Essential/ Desirable E/D	<u>Method of Assessment</u> Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
The Burnley Way		
Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework		

July 2022